

New Jersey Department of Personnel

2005 CORRECTION CAPTAIN

JUVENILE JUSTICE COMMISSION

ORIENTATION GUIDE

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Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2005 Correction Captain, JJC examination. The information in this booklet and the **Applied Knowledge Multiple-Choice Exam Orientation Guide** (available via DOP's web site www.state.nj.us/personnel under the Law Enforcement Careers icon) are designed to help candidates better understand the testing process and the types of questions they will encounter on the Correction Captain, JJC examination. The examination will be designed on the basis of information obtained from a job analysis of the Correction Captain, JJC position. We encourage candidates to carefully review this guide along with the Applied Knowledge Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** date to administer the Correction Captain, JJC examination is **April 7, 2005**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are NOT PERMITTED to bring phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification.

Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conservations.

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MAKE-UP EXAMINATION POLICY

If you know of a reason that would prevent you from taking the test on your scheduled date and

time, you must notify DOP in writing within 5 days after you receive your notice. From the time you receive your notice to the time of the test, if a condition or situation arises that will prevent you from taking the test at the scheduled time, you must notify DOP in writing within 5 days after the condition or situation arises.

The following reasons are appropriate for granting make-up examinations:

- Administrative error by DOP or the hiring agency
- Serious illness, supported by a note from your doctor
- Serious illness or death in your immediate family (spouse, child, legal ward, grandchild, foster child, parent, legal guardian, grandparent, brother, sister, father-in-law, mother-in-law, or other relative who lives with you)
- Previously planned vacation outside of New Jersey , New York , Delaware , or Pennsylvania , supported by copies of reservations, tickets, and other documents
- Temporary or emergency military assignments
- Natural disasters

The mailing address for make-up requests is:

Make-Up Unit
New Jersey Department of Personnel
Division of Selection Services
P.O. Box 310
Trenton , NJ 08625-0310

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How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to

perform the job of Correction Captain, JJC. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified and it is from these work components that a distinct examination has been developed. During the job analysis, senior correctional personnel ranked each Correction Captain, JJC work component in terms of its importance. Examination questions will relate to those work components that are determined to be most critical. The following components received high importance ratings. Also included in their relative weighting (rounded %). These weights will be reflected in the content and scoring of the examination.

Weight	Test Content
20%	Standard Operating Procedures for JJC Correctional Facilities
20%	Supervision & Personnel Management
15%	Training Techniques
15%	Written Communications/Report Writing
15%	Interpersonal Relations
15%	Analysis of Written Material

Is there study material that candidates can use to prepare for the examination?

The following sources are used by the Department of Personnel to develop test questions. A check with publishers prior to this guide being posted indicated sufficient quantities of the titles listed below. [*The Department of Personnel will not be responsible for the quantity of books available.*] Please note, however, that the development of all test questions will not be restricted to these sources.

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New Jersey Administrative Code Title 13, Chapters 90 & 91

New Jersey JJC Manual of Standards for Secure Facilities

Leadership Skills for Managers
Caroselli – McGraw Hill

The Truth About Managing People
Robbins – Prentice Hall

Are there any practice multiple-choice questions?

The following three questions are sample questions that are similar to the ones that will appear in your examination.

Sample Question #1:

An officer under your supervision reports to you that she has lost her State of New Jersey Firearms Unit Weapons Card, official photo identification badge. According to Standard Operating Procedures for JJC Correctional Facilities, when shall the officer notify the local law enforcement authorities and the Superintendent/Unit Chief or their designee?

- (a) Immediately.
- (b) Within a period of 3 hours.
- (c) Before completing her shift.
- (d) As soon as practicable.

Sample Question #2:

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the marks of an efficient person.
- (d) impress superiors with the necessity for immediate action.

Sample Question #3

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private he tells you that he and his wife are having marriage difficulty. What is your next course of action?

- (a) Listen attentively and determine who is at fault.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

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What are the correct answers to the practice questions?

The correct answer to sample Question #1 is **(d)**.

The correct answer to sample Question #2 is **(a)**.

The correct answer to sample Question #3 is **(b)**.

NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.

Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

Some Additional Information

As part of the evaluation process for this testing program, the written examination may include some supplemental survey or test questions. If included, these will be used for research purposes only. That is, these questions will not affect the candidate's score. The survey questions will address candidate's satisfaction with the examination process.

We hope that this Orientation Guide has been beneficial to you.